

# Maine School Administrative District #75

## *Support for Staff using Technology in our Schools*

### Payroll Deduction Plan for Purchasing Computers



#### **What is this?**

An opportunity for all employees to buy a computer now and have the cost of the computer deducted from your paycheck during the next school year interest free.

#### **What can I buy?**

Laptop, handheld, or desktop computer (including bundled monitor, printer, and software) not to exceed a total price of \$2,000.

#### **Where can I buy it?**

Wherever you want: retail stores, dealers, mail order companies, the Internet, etc.

#### **How do I pay for It?**

Buy your computer with cash, check, or credit card. (The district will not issue checks to vendors, only to individual staff members.) Request a *payroll deduction* form from the secretary at your school; fill it out and return it with your purchase receipt to Mike Baker at the District Office. On July 9, you will receive a check from the District Office reimbursing you for the amount of your purchase. (You can elect to have the check sent to you by US mail or arrange to pick up the check at the District Office. Direct deposit is not available.)

#### **What if I have any more questions?**

Contact the local technology staff in your school.

#### **Deadline:**

All completed requests for reimbursement must be submitted by June 25th.